

Accounting Internship

Position Description (unpaid internship)

Name and Location of Agency/Department Requesting Intern:

NJ Casino Control Commission
Financial Evaluation Unit
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401

Functions of Agency/Department:

The Financial Evaluation Unit analyzes documentation concerning the financial background, resources, stability, integrity and responsibility of casino licensees and applicants. It provides an objective financial analysis of relevant issues, contributing to the Commission's independence in the regulatory process. It provides expert advice and consultation to the commissioners on all matters of a financial/economic nature, including economic concentration in the casino industry. It facilitates the Commission's financial reporting responsibilities and determines and certifies the amount of revenues which are payable for use of casino parking spaces.

Intern Duties/Responsibilities:

The intern's duties and responsibilities include but are not limited to, participating in planning for an audit of casino parking fees, accompanying staff on the audit, and assisting in completing an audit, including the letter of findings. Other duties may also be assigned.

Educational Requirements:

The position is best suited for applicants with a business background or other related field, with a concentration in accounting. Applicants must have completed a minimum of 12 credit hours in accounting courses at an accredited college/university.

Skills, Training or Qualifications:

The Commission is seeking students who express a sincere interest in a career in the accounting division of a governmental regulatory agency. Previous office experience is preferred. Applicants must be proficient in Microsoft Office, including spreadsheet applications. Internet research experience and ability to understand financial reports is a plus. Attention to detail, the ability to multi-task, and excellent communication skills are essential to this position.

Time Commitment:

Minimum 12 – 20 hours per week for 8 – 10 weeks. Internship hours must occur during normal business hours (Monday – Friday between 8:30 a.m. and 4:30 p.m.). Applicants able to schedule the maximum hours/duration listed for the internship typically gain a more in-depth experience.

Benefits Available to Intern:

Although this is an unpaid internship that does not lead to permanent employment, students and recent graduates are offered an excellent opportunity to build their resumes, develop career skills and apply academic knowledge, network with professionals in their fields of interest and explore career options with the State of New Jersey agencies/departments.